

**MONTEREY PARK BRUGGEMEYER LIBRARY  
BOARD OF TRUSTEES  
AGENDA**

**Special Meeting  
Friends Room, Monterey Park Bruggemeyer Library  
318 S. Ramona Avenue, Monterey Park, CA 91754**

**TUESDAY  
August 28, 2018  
7:00 P.M.**

**MISSION STATEMENT**

*The mission of the Monterey Park Bruggemeyer Library is to meet the cultural, educational,  
and informational needs of the residents of the City of Monterey Park  
by providing free and open access to its resources and services*

Documents related to an Agenda item are available to the public inspection in the Library Administrative Secretary's Office located at 318 S. Ramona Avenue, Monterey Park, CA 91754 during normal business hours and on the City website at <http://www.montereypark.ca.gov/>

**PUBLIC COMMENTS ON AGENDA ITEMS**

You may speak up to 5 minutes on an Agenda item. You may combine up to 2 minutes of time with another person's speaking. No person may speak for more than a total of 10 minutes. The President of the Library Board of Trustees, as confirmed by the Library Board, may change the amount of time allowed for speakers.

Per the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please call the Library Administrative Secretary, (626) 307-1269 at least 24 hours before a meeting for reasonable accommodation. The library and the Friends Room are wheelchair accessible.

**CALL TO ORDER** President of Library Board of Trustees at 7:00 p.m.

**FLAG SALUTE** Vice President of the Library Board of Trustees

**ROLL CALL** David Barron, Jason Dhing, Gloria Guerrero and Andrew Yam

**AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTION**

**PUBLIC COMMUNICATIONS** – (Related to items NOT on the Agenda) While all comments are welcome, the Brown Act does not allow the Library Board of Trustees to take action on any item not on the agenda. The Library Board of Trustees may briefly respond to comments after Public Communications is closed. Persons may, in addition to any other matter within the Library Board of Trustees' subject-matter jurisdiction, comment on Agenda Items at this time. If you provide public comment on a specific Agenda item at this time, however, you cannot later provide comments at the time the Agenda Item is considered.

**1. ORAL AND WRITTEN COMMUNICATIONS**

**2. APPROVAL OF MINUTES**

It is recommended that the Library Board of Trustees:

- (1) Approve the minutes from the regular meeting of July 17, 2018
- (2) Take such additional, related, action that may be desirable.

**3. CONSENT AGENDA - APPROVAL BY MOTION**

Items on the Consent Agenda are considered to be routine, ongoing business and will be enacted by one motion. There is no separate discussion on consent items unless a Library Trustee so requests, in which event the item is removed from the Consent Agenda and considered separately.

**FINANCIAL REPORTS AND EXPENDITURES**

- a. RECEIPT AND EXPENDITURE REPORT:  
Monthly Expenditure Summary Report by Object as prepared by Management Services
- b. TRUST AND AGENCY ACCOUNT REPORT:  
Monthly report on Balances in Library Trust and Agency Accounts
- c. LIBRARY FINES REPORT:  
Monthly report on fines collected by the library

It is recommended that the Library Board of Trustees:

- (1) Approve the financial reports and expenditures; and
- (2) Take such additional, related, action that may be desirable.

**4. CITY LIBRARIAN'S REPORT**

**5. PRESIDENT'S REPORT**

**NEW BUSINESS**

**6. HOURS OF OPERATION POLICY**

*Review of Hours of Operation policy revised to include Friday closure*

It is recommended that the Library Board of Trustees consider:

- (1) Approving this revised policy; and
- (2) Take such additional, related, action that may be desirable.

**7. SPACE MANAGEMENT CONSULTATION**

*Discussion of offer of services from space management consultant Tammy Sam, who wishes to make recommendations (at no cost) on the best use of space within the library*

It is recommended that the Library Board of Trustees consider:

- (1) Approving this offer of services; and
- (2) Take such additional, related, action that may be desirable.

**COMMISSION/BOARD COMMUNICATIONS**

Announcements and Agenda items for the next regular or a special meeting from Library Board members

**ADJOURNMENT**

The next meeting is scheduled for September 18, 2018 at 7:00 P.M. in the Friends Room.



# Library Board of Trustees Staff Report

DATE: August 28, 2018

AGENDA ITEM NO: 2

TO: Library Board of Trustees  
FROM: Diana Garcia, Acting City Librarian  
SUBJECT: Approval of Minutes

**RECOMMENDATION:**

It is recommended that the Library Board of Trustees:

1. Approve the minutes from the regular meeting of June 19, 2018; and
2. Take such additional, related, action that may be desirable.

**EXECUTIVE SUMMARY:**

None

**BACKGROUND:**

None

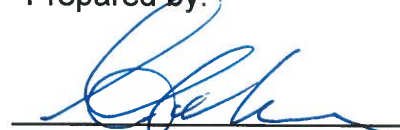
**FISCAL IMPACT:**

NoneP

Respectfully submitted by:

  
\_\_\_\_\_  
Diana Garcia  
Acting City Librarian

Prepared by:

  
\_\_\_\_\_  
Gwen Kishida  
Administrative Secretary

**ATTACHMENTS:**

1. July 17, 2018 regular meeting minutes

# **ATTACHMENT 1**

Minutes

Regular Meeting

July 17, 2018

**MINUTES**  
**MONTEREY PARK BRUGGEMEYER LIBRARY**  
**LIBRARY BOARD OF TRUSTEES**  
**Regular Meeting**

**July 17, 2018**

The Library Board of Trustees of the Monterey Park Bruggemeyer Library of the City of Monterey Park held a regular meeting of the Board in the Friends Room located at 318 S. Ramona Avenue in the City of Monterey Park on Tuesday, July 17, 2018 at 7:00 p.m.

**CALL TO ORDER:**

Trustee Barron called the meeting to order at 7:06 P.M.

**FLAG SALUTE:**

Trustee Guerrero led the Flag Salute.

**ROLL CALL:**

**BOARD MEMBERS PRESENT:**

David M. Barron, Jason Dhing, Gloria Guerrero and Andrew Yam

**BOARD MEMBERS ABSENT:**

Betty Morín

**ALSO PRESENT:**

Norma Arvizu, City Librarian; Gwen Kishida, Administrative Secretary

**ROTATION OF OFFICERS:**

**Action Taken:** The Library Board of Trustees approved the annual rotation of officers, welcoming Trustee Dhing as incoming President and Trustee Guerrero as incoming Vice President.

**MOTION:** Moved by Trustee Yam and seconded by Trustee Barron.  
Motion carried by the following vote:

<b>AYE:</b>	Trustees Barron, Dhing, Guerrero and Yam
<b>NO:</b>	None
<b>ABSTAIN:</b>	None
<b>ABSENT:</b>	Trustee Morín

**AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTION:**

**PUBLIC COMMUNICATIONS:** None

**1. ORAL AND WRITTEN COMMUNICATIONS:**

None

City Librarian Arvizu noted that Trustee Morín had submitted a letter of resignation from the Library Board of Trustees. Trustee Morín's second term on the Library Board had expired as of June 30, 2018. Trustees in the past have served beyond the expiration of their term until they were replaced, but Trustee Morín designated her resignation as of June 30, 2018.

**2. LIBRARY BOARD OF TRUSTEES MINUTES:**

**Approve the minutes from the regular meeting of May 15, 2018**

**Action Taken:** The Library Board of Trustees approved the minutes from the regular meeting of May 15, 2018 as presented.

MOTION: Moved by Trustee Barron and seconded by Trustee Yam.  
Motion carried by the following vote:

AYE: Trustees Barron, Dhing, Guerrero and Yam  
NO: None  
ABSTAIN: None  
ABSENT: None

**Approve the minutes from the special meeting of May 21, 2018**

**Action Taken:** The Library Board of Trustees approved the minutes from the regular meeting of May 21, 2018 as presented.

MOTION: Moved by Trustee Barron and seconded by Trustee Yam.  
Motion carried by the following vote:

AYE: Trustees Barron, Dhing, Guerrero and Yam  
NO: None  
ABSTAIN: None  
ABSENT: None

**Approve the minutes from the regular meeting of June 19, 2018**

**Action Taken:** The Library Board of Trustees approved the minutes from the regular meeting of June 19, 2018 as presented.

MOTION: Moved by Trustee Barron and seconded by Trustee Guerrero.  
Motion carried by the following vote:

AYE: Trustees Barron, Dhing, Guerrero and Yam

NO:	None
ABSTAIN:	None
ABSENT:	None

### **3. CONSENT AGENDA:**

- a. Receipt and Expenditure Report**
- b. Trust and Agency Accounts Report**
- c. Library Fines Report**

**Action Taken:** The Library Board of Trustees approved the Consent Agenda.

MOTION:	Moved by Trustee Guerrero and seconded by Trustee Yam. Motion carried by the following vote:
AYE:	Trustees Barron, Dhing, Guerrero and Yam
NO:	None
ABSTAIN:	None
ABSENT:	None

### **4. CITY LIBRARIAN'S REPORT:**

City Librarian Arvizu noted that the library would begin closing on Fridays on August 3, 2018. The City Council decided to close the library on Fridays as opposed to Sunday or Saturday as Council members felt that this would be less impactful to the community. City Librarian Arvizu noted that library staff and the Library Board had recommended closing on Sunday with closing on Saturday the second choice. The library did not schedule as many part-time staff on Fridays, so closing Fridays was not a simple swap of hours and budget and is in fact more expensive. Closing on Fridays impacts staffing, in particular full-time staff, as the loss of Fridays makes scheduling difficult. Some staff are having to split their days off, working Monday through Thursday, being off on Friday, working Saturday and being off on Sunday. Staff schedules around holidays will also be made more difficult. Some library staff have discussed the situation with their union representatives. City Librarian Arvizu noted that although the City provided additional funding to the library, it was not enough to maintain previous levels of staffing. The library will not have to lay off any part-time staff because they are willing to reduce their hours in order to keep current staff working, but this means that staff are spread even more thinly.

City Librarian Arvizu said that she hopes that the closure is short-term and anticipated revenue will provide more financial stability. The Library Foundation and Friends of the Library are prepared to help supplement the library's decreased budget but the library remains short-staffed.

While the library is short-staffed and is waiting on the City to begin recruitment for vacant positions, part-time temporary workers have been recruited via employment agencies. They will be paid out of funding for part-time staff. This time the library specifically requested candidates who were experienced in libraries. Two candidates were chosen and will start following background checks and processing.

The library still plans to recruit for the full-time Adult Literacy Program Coordinator and the Library Technician positions. Jose Garcia is currently serving as Acting Literacy Administrator. The Library Technician position was left vacant when Jessica Rodriguez resigned from the library on June 1. Human Resources expects to open the positions to applicants by mid-August.

The Library Foundation plans to hold its annual fundraising dinner on Friday, September 13, 2019. There will not be a Day at the Races this year. The second annual High Tea at the Library will be held on Saturday, April 6, 2019. The Foundation plans to proceed with its annual Holiday Wish List this December.

The Library Foundation has donated funds to revamp the Career Center by adding new computer stations, display units, seating and signage. The Foundation is also continuing to donate towards the purchase of new best-selling books.

The project to install mounted overhead projectors in the Friends Room, Computer Lab and Large and Small Classrooms was delayed due to an issue with the contract agreement with the vendor, but the plan is to install these items in mid-August.

The library will be participating in the National Night Out with the Police Department and other City departments. Library staff will operate a booth and share information about services. They will give away incentives to those who visit the booth and learn more about the library.

There is no meeting scheduled yet for the City Council to interview the candidates for the vacant position on the Library Board.

Trustee Dhing commended Acting Literacy Administrator Jose Garcia for adding the online appointment software for passport applications – Trustee Dhing tried it out and it worked really well. City Librarian Arvizu noted that the service was originally offered on a trial basis but it has been very helpful for the public, who find the online service convenient, and staff, who have been able to reduce the amount of time they spend taking calls to make appointments. Trustee Dhing asked if this service could also be used for booking study rooms or registering for classes. City Librarian Arvizu noted that the grants that fund LAMP classes require that students come into the library to register, study rooms must be booked in person and reserving the Friends Room requires an application and deposit, but the library could investigate if the service could be extended to other classes.

Trustee Dhing asked about statistics on Chromebook usage. City Librarian Arvizu noted that statistics had been included in the report previously and she would make sure that they would be included in the future.

## **5. PRESIDENT'S REPORT:**

Trustee Barron noted that in the past retiring Commissioners/Board members received plaques to commemorate their service and asked if those came from the City or the library. City Librarian Arvizu said that she thought that the plaques for Library Board members were from the library. Trustee Barron said that if this was put on the agenda, he would support it.



Trustee Barron noted that the potential sales tax measure and the appointment process of Commissioners by the City Council would be discussed at the next City Council meeting. City Librarian Arvizu noted that the Library Board falls under the governance of the Education Code. She thought that the City Council would be looking more at the issue of absenteeism at Commission/Board meetings. Trustee Barron stated that he would encourage holding the Library Board meetings as planned as long as there is a quorum.

Trustee Dhing stated that he would like future communications on Library Board business to be sent to a new email address to keep them separate from his personal email. Trustee Yam asked if the City could provide a domain/email address for the Library Board as an entity. City Librarian Arvizu said that she would inquire.

Trustee Dhing noted that as he will be facilitating Library Board meetings as President, he tends to try to move through agenda items as quickly and efficiently as possible, so Trustees should speak up if they feel a need to slow down and discuss items more thoroughly.

Trustee Dhing encouraged the Trustees to evangelize/preach/promote library services as much as possible. As Trustees, they are asked for information about the library and this offers opportunities to educate the public.

Trustee Dhing said that he has a list of items that he hopes that the Library Board can accomplish during the next year. For example, the City Council says that the library needs to find more funding. Trustee Dhing proposed bookshelf/furnishings/book branding: soliciting donors to place their names on bookshelves or benches or even on computers or in books indicating that they contributed towards the library. Trustee Yam asked if the library actively looks for sponsors like this. City Librarian Arvizu stated that library staff do not actively look for sponsors. However, the Library Foundation has considered such sponsorships in the past. Trustee Yam said that crowd-funding and sponsorship tiers do encourage more generosity. Trustee Barron agreed that sponsors want significant recognition, not just a certificate, in return for their contributions. He noted that he has encouraged the Library Foundation to promote bequests to the library. City Librarian Arvizu reported that the library had just received notice that a bequest had been made which would provide as much as \$30,000 although disbursement would not be soon. Contributions should be made to the Monterey Park Library Foundation. The Foundation is working on developing a professional corporate package to provide to potential donors.

Trustee Dhing stated that he would like the meeting packet to become digital in the future. Trustee Barron noted that the City Council is provided with the meeting agenda and staff reports on iPads and can make notes electronically. Trustee Yam noted that the Microsoft Surface tablet can do that too. Trustee Dhing said that he would look into this.

Trustee Dhing announced that he would like the Library Board to look at library space management and planning. He knows an architect who lives in Monterey Park who is willing to consult at no charge. For example, when he brought her to the library, her immediate suggestion was to change the parking layout to 45° angled parking spaces instead of straight spaces to ease congestion and increase available parking.

## NEW BUSINESS

### 6. FURNITURE FOR THE FRIENDS ROOM:

City Librarian Arvizu reiterated that previously she submitted a request to replace the 14 tables in the Friends Room. These tables had been purchased at the time that the building was renovated and reopened in 2006, so they undergone 12 years of heavy usage. The library would like to purchase tables which would include casters/wheels for mobility, tops that flip vertically for easier storage and an adjustable height option so the tables could be lowered when used by smaller children. The cost would be paid out of the library's Building Maintenance trust account 0075 450 0075 08320.

At the last meeting, Trustee Barron had asked City Librarian Arvizu to look at the tables that are used in the City Hall Community Room as a comparison. City Librarian Arvizu did so and found that those tables did not have wheels and are smaller, narrower and not adjustable. Staff would prefer tables with wheels and adjustable height for the reasons stated. Staff researched potential vendors and options. City Librarian Arvizu requested that the Library Board approve moving forward with the recommended purchase.

**Action Taken:** The Library Board of Trustees approved the purchase of replacement tables for the Friends Room based upon the recommendation of staff.

MOTION:	Moved by Trustee Guerrero and seconded by Trustee Yam. Motion carried by the following vote:
AYE:	Trustees Dhing, Guerrero and Yam
NO:	Trustee Barron
ABSTAIN:	None
ABSENT:	None

Trustee Barron noted that he was concerned how it would look to the City Council with the library spending money for tables after the City allocated additional funding to the library because of the loss of revenue from Measure C and the library had to close one day a week. City Librarian Arvizu stated that the current tables are old, broken down and inefficient and are a safety hazard and a liability to the City, so staff believe that the purchase is necessary and justifiable.

### #7 ANNUAL REPORT FISCAL YEAR 2017/18

City Librarian Arvizu presented the library's Annual Report for fiscal year 2017/18. The report consists of summaries of library activities, statistics, updates on progress towards goals and objectives and an assessment of the state of the library. City Librarian Arvizu gave credit to Administrative Secretary Kishida for organizing and editing the report from submissions from division supervisors as well as writing individual sections and designing the cover. The library is required by the Municipal Code to present the report to the City Council by the end of August each year. The library also submits the annual report to the State Library.

Trustee Guerrero stated that she really likes the report. Trustee Yam stated that the report is well-presented and easily understandable.

**Action Taken:** The Library Board of Trustees approved the library's Annual Report for fiscal year 2017/18.

**MOTION:** Moved by Trustee Barron and seconded by Trustee Guerrero.  
Motion carried by the following vote:

<b>AYE:</b>	Trustees Dhing, Barron, Dhing and Yam
<b>NO:</b>	None
<b>ABSTAIN:</b>	None
<b>ABSENT:</b>	None

**ANNOUNCEMENTS/COMMISSION COMMUNICATIONS:**

Trustee Yam reported that he has been in discussions with Brian Henderson from East Los Angeles College regarding its Dream Resource Center which provides support for undocumented students, DACA recipients and other students at the college, offering assistance with enrollment, registration and legal and financial aid. Trustee Yam would like to work with ELAC to provide a specialized resource guide listing names and organizations students can contact and eventually develop a more comprehensive guide. He plans to reach out to other libraries in the San Gabriel Valley to invite their participation in this effort. City Librarian Arvizu stated that such a guide could be distributed at the Reference Desk in the library. She suggested developing a program to launch this to the public. The library does provide free legal clinics monthly via volunteers from law associations. City Librarian Arvizu also appreciated the furthering of the library's existing partnership with ELAC. Trustee Yam stated that he will update the Library Board on the project's progress and would appreciate input.

Trustee Barron complained about the smell of the men's restroom. City Librarian Arvizu said that she would encourage the janitorial crew to do better, but reminded the Library Board that approximately 1,500 patrons visit the library daily. Administrative Secretary Kishida noted that the library does not have a full-time janitor, so there is only staff present at certain times of the day. A janitor could clean a restroom from top to bottom and minutes later the restroom could be dirty and staff would not be present to clean it until later. Trustee Barron suggested child-height urinals. City Librarian Arvizu noted that the library has requested renovation of the restrooms but that would be a major and expensive project. She will discuss with staff possible ways to improve conditions.

Trustee Dhing announced that former Monterey Park City Manager Chris Jeffers will soon be retiring as City Manager of Glendora. A retirement dinner is being planned and a portion of proceeds will be donated to the library. City Librarian Arvizu noted that any donations should be made to the Monterey Park Library Foundation.

**ADJOURNMENT:**

There being no further business for consideration, the meeting was adjourned at 8:46 p.m.

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**City Librarian**

DRAFT



# Library Board of Trustees Staff Report

DATE: August 28, 2018

AGENDA ITEM NO: 3

TO: Library Board of Trustees  
FROM: Diana Garcia, Acting City Librarian  
SUBJECT: Consent Agenda

**RECOMMENDATION:**

It is recommended that the Library Board of Trustees:

1. Approve the financial reports and expenditures; and
2. Take such additional, related, action that may be desirable.

**EXECUTIVE SUMMARY:**

Attached are the the Trust and Agency Account Report and Library Fines Report for July 2018.

**BACKGROUND:**

None

**FISCAL IMPACT:**

None

Respectfully submitted by:

A blue ink signature of Diana Garcia, consisting of a stylized 'D' and 'G'.

Diana Garcia  
Acting City Librarian

Prepared by:

A blue ink signature of Gwen Kishida, featuring a large, flowing 'G' and 'K'.

Gwen Kishida  
Administrative Secretary

**ATTACHMENTS:**

1. Trust and Agency Account Report for July 2018
2. Library Fines Report for July 2018

**ATTACHMENT 2**  
Trust and Agency Account Report  
July 2018

**CITY OF MONTEREY PARK  
INTEROFFICE MEMO**

**DATE:** July 31, 2018

**TO:** Library Board of Trustees  
**FROM:** Norma Arvizu, City Librarian  
**SUBJECT:** Balances in Library Trust and Agency Accounts as of July 31, 2018

**General Donations (0075 450 0075 08250)**

Beginning Balance	\$ 818.44
Deposits	0.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 818.44</u>

**Library Automation and Water Bill Donation (0075 450 0075 08260)**

Beginning Balance	\$ 21,555.97
Deposits (Water Bill Donation: 6/30/18)	344.00
Disbursements (Computers: Dell)	(8,104.40)
Total Ending Balance	<u>\$ 13,795.57</u>

**Literacy Program (0075 450 0075 08270)**

Beginning Balance	\$ 66,031.61
Deposits	0.00
Disbursements (Fingerprinting Processing: Volunteers)	(96.00)
(Transfer to literacy fund)	(2,520.54)
Total Ending Balance	<u>\$ 63,415.07</u>

**RESTRICTED ACCOUNTS:**

Funds may be used at the discretion of the Board of Trustees for any item which would benefit the Library. This account includes the former trust accounts Bruggemeyer Memorial Library, Francisco Alonso Trust, Edgar Cohn Memorial Lecture Series and Rita Valenzuela Trust. Please note that the total comprising Rita Valenzuela's portion of this account remains at \$7,104.50.

**Library Trust Accounts (0075 450 0075 08230)**

Beginning Balance	\$ 10,313.31
Deposits	0.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 10,313.31</u>

**TOTAL REGULAR TRUST ACCOUNT BALANCES:** **\$ 88,342.39**

**Library Building Trust Fund (0075 450 0075 08320)**

Beginning Balance	\$ 90,757.90
Deposits	0.00
Disbursements	(0.00)
Total Ending Balance	<b><u>\$ 90,757.90</u></b>

**Passport Services (0075 450 0075 08325)**

Beginning Balance	\$ 82,756.31
Deposits	(Passport fees) 1,760.00
	(Passport fees) 1,250.00
	(Passport fees) 835.00
Disbursements	(0.00)
Total Ending Balance	<b><u>\$ 86,601.31</u></b>

**GRAND TOTAL OF ALL TRUST ACCOUNT BALANCES:** **\$ 265,701.60**

Interest income is recorded quarterly.

Measure C Funds:	FY 1998-99	\$460,964.15
	FY 1999-00	\$475,133.42
	FY 2000-01	\$483,445.07
	FY 2001-02	\$484,517.08
	FY 2002-03	\$488,958.14
	FY 2003-04	\$489,850.34
	FY 2004-05	\$489,667.94
	FY 2005-06	\$493,814.82
	FY 2006-07	\$498,769.00
	FY 2007-08	\$545,119.77
	FY 2008-09	\$489,932.81
	FY 2009-10	\$498,584.78
	FY 2010-11	\$497,574.18
	FY 2011-12	\$501,685.47
	FY 2012-13	\$497,160.01
	FY 2013-14	\$504,245.97
	FY 2014-15	\$505,443.00 (including interest earned of \$456)
	FY 2015-16	\$505,380 (estimated)
	FY 2016-17	\$535,366 (estimated)



**ATTACHMENT 3**  
Library Fines Report  
July 2018

## CITY OF MONTEREY PARK

## YTD INQUIRY

From: 07/01/2018 To: 07/31/2018

BEGIN DATE: 07/01/2018      END DATE: 07/31/2018      ACCOUNT: 0010701001007410      DESCRIPTION:

ACCOUNT	PROJECT	DESCRIPTION	DATE	REFERENCE 1 REFERENCE 3 REFERENCE 4	REFERENCE 2	AMOUNT
0010-701-0010-07410		FINES	07/03/2018	CR 302554	137705	10.75-
0010-701-0010-07410		FINES	07/03/2018	CR 302555	137704	60.98-
0010-701-0010-07410		FINES	07/03/2018	CR 302564	137703	37.25-
0010-701-0010-07410		FINES	07/05/2018	CR 302575	137752	81.75-
0010-701-0010-07410		FINES	07/06/2018	CR 302615	87028	30.75-
0010-701-0010-07410		FINES	07/06/2018	CR 302619	87079	26.75-
0010-701-0010-07410		FINES	07/10/2018	CR 302657	137975	10.00-
0010-701-0010-07410		FINES	07/10/2018	CR 302658	137978	14.75-
0010-701-0010-07410		FINES	07/10/2018	CR 302659	137979	80.80-
0010-701-0010-07410		FINES	07/11/2018	CR 302662	87162	67.00-
0010-701-0010-07410		FINES	07/12/2018	CR 302684	87197	45.50-
0010-701-0010-07410		FINES	07/13/2018	CR 302699	138083	129.20-
0010-701-0010-07410		FINES	07/13/2018	CR 302716	138170	18.50-
0010-701-0010-07410		FINES	07/16/2018	CR 302736	138265	11.25-
0010-701-0010-07410		FINES	07/16/2018	CR 302737	138267	16.25-
0010-701-0010-07410		FINES	07/16/2018	CR 302738	138266	32.00-
0010-701-0010-07410		FINES	07/18/2018	CR 302787	138391	81.50-
0010-701-0010-07410		FINES	07/18/2018	CR 302809	138467	76.00-
0010-701-0010-07410		FINES	07/20/2018	CR 302835	87411	23.75-
0010-701-0010-07410		FINES	07/20/2018	CR 302838	87430	53.91-
0010-701-0010-07410		FINES	07/23/2018	CR 302878	138622	34.50-
0010-701-0010-07410		FINES	07/23/2018	CR 302880	138627	9.25-
0010-701-0010-07410		FINES	07/24/2018	CR 302901	138643	5.25-
0010-701-0010-07410		FINES	07/25/2018	CR 302921	138708	77.74-
0010-701-0010-07410		FINES	07/25/2018	CR 302939	87632	40.50-
0010-701-0010-07410		FINES	07/27/2018	CR 302988	138915	53.25-
0010-701-0010-07410		FINES	07/27/2018	CR 32965	138861	26.75-
0010-701-0010-07410		FINES	07/30/2018	CR 303141	139021	23.50-

CITY OF MONTEREY PARK

YTD INQUIRY

From: 07/01/2018 To: 07/31/2018

BEGIN DATE: 07/01/2018      END DATE: 07/31/2018      ACCOUNT: 0010701001007410      DESCRIPTION:

ACCOUNT	PROJECT	DESCRIPTION	DATE	REFERENCE 1 REFERENCE 3 REFERENCE 4	REFERENCE 2	AMOUNT
0010-701-0010-07410		FINES	07/30/2018	CR 303142	139022	52.00-
0010-701-0010-07410		FINES	07/31/2018	CR 303154	139051	4.50-
REPORT TOTAL						\$1,235.88-



# Library Board of Trustees Staff Report

DATE: August 28, 2018

AGENDA ITEM NO: 4

TO: Library Board of Trustees  
FROM: Diana Garcia, Acting City Librarian  
SUBJECT: City Librarian's Report

**RECOMMENDATION:**

It is recommended that the Library Board of Trustees:

1. Receive and file this report; and
2. Take such additional, related, action that may be desirable.

**EXECUTIVE SUMMARY:**

None

**BACKGROUND:**

None

**FISCAL IMPACT:**

None

Respectfully submitted by:

  
Diana Garcia  
Acting City Librarian

Prepared by:

  
Gwen Kishida  
Administrative Secretary

**ATTACHMENTS:**

1. City Librarian's Report

**ATTACHMENT 1**  
City Librarian's Report

**TO: The Board of Trustees of the Monterey Park Bruggemeyer Library**  
**FROM: Diana Garcia, Acting City Librarian**  
**SUBJECT: August 2018 Report**

Dear Library Board of Trustees,

The month of July opens the fiscal year for the City and the library. July is also a tremendously busy time for this library, with Summer Reading programming in full effect for children, teens and adults. Summer Reading is an important part of programming in public libraries and has a number of goals including:

- preventing “summer slide” and learning loss amongst students
- encouraging a life-long love of reading and learning
- presenting cultural and educational programs to the community
- bringing together families to share new experiences and encourage family literacy.

As of the end of July, there are nearly 1,000 young people participating in the Children’s Summer Reading Program and they have collectively read over 10,180 hours since the start of SRP on June 4. Additionally, 6,435 children and caregivers have attended Children’s programs at the library during the past two months. There are 77 teens participating in the Young Adult Summer Reading program and staff, along with the Junior Friends, have put on creative and engaging programs for teens such as a mock Iron Chef competition and an ice cream social. The Adult Summer Reading program has held popular and timely programming which has engaged attendees’ hearts and minds, including a showing of the 1959 film *The Diary of Anne Frank* at which actress Millie Perkins, who played the titular role, was a special guest.

The library also prepared this month for the upcoming closure of Fridays by publicizing the new hours within the building, during programs and online via the library’s website and official Twitter account. The signage on windows at the front and rear entrances of the building has been updated with the new hours so that patrons are aware of the changes. Library staff has demonstrated incredible flexibility in re-arranging schedules to support the new service hours and staff continues to prioritize service to the community even as the library transitions to six days of service per week.

Respectfully,

Diana Garcia  
Acting City Librarian

## EMPLOYEE OF THE MONTH

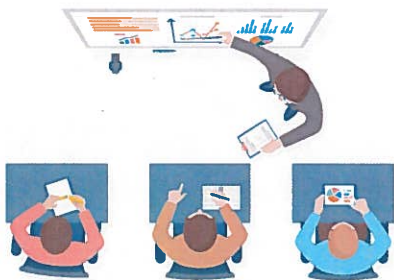


The library instituted an Employee of the Month program in April 2010 wherein staff members nominate others for recognition of outstanding performance. **Part-time Library Clerk (Reference) Mei-Lee Wan** has been selected as the Employee of the Month for August 2018.

Adult/Reference/Teen Services Senior Librarian Cindy Costales nominated Mei, stating:

*"I would like to nominate Mei- Lee Wan as the **August Employee of the Month** for her outstanding work with the monthly brochure/calendar. Mei seems to have unlimited creative talents! Using her graphic art skills, she has designed a professional template to use each month, listing Children's Teen, LAMP, and adult programs and a calendar of events. Mei works diligently to ensure the information on the brochure is correct and makes the necessary changes and adjustments that are required during the review process before it is sent on to the City Librarian for approval. She then works on adjusting the color to ensure the brochure will look its best when it is printed. Next, she begins printing about 300 brochures each month for distribution in the library, City Hall, and Langley Center. With school starting, she will begin printing hundreds of brochures for distribution at the local schools. It's all quite a process but Mei does it with a smile, completing an amazing marketing resource that informs the public about library programs and services each month. We can all be proud of her work!"*

Congratulations to Mei!



### Training/Workshops/Classes

All library staff received an introduction to and training on the Lingo translation device that the Kiwanis Club will be donating to the library. The Lingo device has multiple language options and will quickly translate what is spoken into the device into another language, providing two-way translations in real time. This will be a great assist to staff on the public desks when no staff member with the language skills needed by the patron being served is available.

**Evena Shu, Technical Services Senior Librarian**, participated in the Infopeople online course *Capturing Outcomes of Library Programs*. Evena learned how to recognize the value of program outcomes as they relate to capturing and sharing progress toward program goals; develop outcomes measurement tools to fit specific programs; analyze program outcomes data effectively and utilize outcomes findings effectively to advocate for libraries and the transformative programs they offer.

**Mona Ying, Circulation Library Clerk**, attended the City-sponsored workshop *Strategies for Stressful Times*. Many changes can cause stress which can be harmful to the body. Mona learned ways to reduce stress and manage it properly.

**Jose Garcia, Acting Literacy Program Administrator**, attended an online webinar introducing a new Tutor Training program by ProLiteracy. The program can be completed online by prospective tutors, or it can be used for in-person trainings as well. To benefit from this program, an organization must be a member of ProLiteracy. Fortunately, all libraries that are part of the California Library Literacy Services will be given free membership by the State Library.

**Children's Services staff** met with Katie MacDonald, Child Development professor with East Los Angeles College (ELAC) and parenting instructor with Montebello Adult Schools, on July 23. She delivered a training session on child development and parenting styles and shared information with staff about her parenting classes.



### ***Outreach/Meetings/Conferences***

**Administrative Secretary Gwen Kishida** participated in the semi-monthly Administrative Staff Meeting on July 26. Administrative staff from City departments reported on current activities and promoted future events. Among the topics also discussed were proper procedures for making service requests on the City's GoMPK system, the upcoming Open Enrollment period for employees in regards to health plans, the soon-to-be ratified revisions to the City's Accounts Payables and Purchasing policies and the annual authorized destruction of records in September.



## ADMINISTRATION



**The Monterey Park Library Foundation**, having decided to push their major annual fundraising into next year (**the High Tea at the Library on Saturday, April 6, 2019** and the annual **Gala on Friday, September 13, 2019**), are now focusing its annual **Holiday Wish List** campaign to solicit donations from library supporters to purchase individual books, subscriptions, learning and play gear or technology and equipment. This drive is intended to

supplement the library's budget and help make up for revenue previously supplied via the now-expired Measure C. The Foundation also plans to sponsor a **Movie in the Park** this fall, possibly around Halloween, to promote the library and its activities.

**The Friends of the Library** continued to support the library by providing funding for library programs including refreshments and activities for the community to enjoy. **The Friends Bookstore earned \$699.65 in July 2018.**

The Friends continues to recruit members during its annual membership drive. Dues are \$5 for a single person, \$10 for a family, \$3 for seniors, \$25 for patron, \$50 for sustaining, and \$100 for benefactor. The application form also allows one to volunteer to help with Friends' activities.

### Administration Staffing

City Librarian Norma Arvizu was placed on Family and Medical Leave Act (FMLA) medical leave as of July 30, 2018. She will be off work through August 31, 2018. In her absence, Children's Senior Librarian Diana Garcia has been appointed as Acting City Librarian.

## 2018 – 2019 ADMINISTRATION GOALS AND OBJECTIVES

### GOALS AND OBJECTIVES

1. To establish, identify, nurture and deliver services that exceed quality customer needs by utilizing responses to a customer survey.
2. To create a personal online librarian chat center that provides layered access to library information and services.

### PROGRESS

**In progress.** The management team will further discuss avenues to learn how to deliver exemplary customer service.

**In progress.** Staff are researching options for an online assistance center.

3. To facilitate a Library Board review of a new strategic plan and its alignment with the library's Vision, Mission and Core Values by formalizing revisions/refinements throughout the year.
4. To encourage staff to explore resources and services that can help them enhance their own job performance and results.

**In progress.** As the current Strategic Plan runs through 2018, the library's management team has begun discussions on updating and revising elements of the existing plan and developing new goals and recommendations for a new strategic plan.

**Ongoing.** Supervisors/Managers are promoting workshops, classes and networking meetings so staff can improve their performance for the benefit of the community and themselves.

## ADULT / REFERENCE SERVICES



### 6<sup>th</sup> Annual Classic Film Program: *Diary of Anne Frank* Film Screening with Special Guests Foster Hirsch and Actress Millie Perkins

Film Historian and Mark Keppel High School graduate (class of 1961), Foster Hirsch returned to Monterey Park to host the 6<sup>th</sup> Annual Classic Film program on Tuesday, July 31 at 2 pm in the Friends Room. The program featured the 1959 Academy Award winning film, *Diary of Anne Frank*, the story of a young girl and her Jewish family who were forced into hiding in Nazi-occupied Netherlands during World War II. Foster Hirsch introduced the film and, following the film screening, interviewed actress Millie Perkins who played the role of Anne Frank. The Friends Room was filled with an audience of 90 who honored Millie Perkins with two standing ovations for her work in the film. The program was sponsored by the Historical Society of Monterey Park and the Friends of Monterey Park Library.



### Summer Monthly Film Program *A Wrinkle in Time*

Reference Librarian Maggie Wang and Teen Librarian Darren Braden teamed up to present the summer screening of the film *A Wrinkle in Time* on July 18 at 2 pm to an audience of 52 in the Friends Room. The film is based on the 1962 popular novel by Madeleine L'Engle.



### National Parks Art Program

Participants gathered to color and learn about the National Parks on Sunday, July 15 at 2 pm in the Friends Room. A selection of posters with number charts, and corresponding coloring pencils were provided along with informative handouts about the National Parks. The audience of 10 engaged in a discussion and learned interesting facts about the National Parks.



### Safer Seniors Presentation

Kandis Canzano, Community Service Officer, Monterey Park Police Department, presented senior safety information on Wednesday, July 25 to a group of 10 adults in the Computer Lab. Kandis shared information on how to be alert to con artists and how to make your home safe. She provided handouts including a list of phone contacts in English and Chinese to report safety hazards and problems.



### **Free Legal Assistance Clinic**

The Asian Pacific American Bar Association presented a free legal assistance clinic on Tuesday, July 10 from 6-8 pm in the Friends Room with 29 people participating in the clinic including volunteer attorneys and assistants.



### **Computer Classes**

July computer classes included Beginning Computer in English, Open Lab, and Intermediate Word. A total of 125 adult students attended computer classes in July.



### **Mandarin Classes**

Mandarin classes were presented by the Sun Yat-Sen Chinese Institute with instruction on Sundays and Thursdays in July. A total of 49 adults attended classes.



### **Rubik's Cube Program**

Interest in solving the Rubik's Cube brought nine adults together on Thursday, July 26 at 2 pm in Study Room 2 to learn tips and strategies.



### **Chromebooks**

15 Chromebooks were checked out in July.

## **July Circulation Statistics**

Adult	Young Adult	Monthly Total
3,406	797	4,203

## **YA Services**

### **Junior Friends Meeting**

This month the Junior Friends held two meetings, July 9 and July 23 at 4:30 pm in the Friends Room, with a total of 22 teens attending the meetings. Agenda topics included discussions on creating a new volunteer project for the city as an opportunity for teens to earn community service hours. A suggestion to conduct an online poll to see if members are interested was shared. The Junior Friends volunteered 116 hours in July.



### **Robotics Summer Library Program**

On July 11, the last in a series of three robotics programs was held in the Friends Room at 3 pm with 28 youth in attendance. A competition was held at the final program with teams competing with their robots running through mini courses. The youth built their robots using six different robotic kits using laptops and hand held devices during the first two workshops. The program was made possible by a grant from Southern California Edison: *Building 21st Century Robotics Skills for Tweens and Teens.*

### **Iron Chef**

The secret ingredient for this year's Iron chef competition was ... pizza. Each group of teens was given four flour tortillas, pizza sauces, and cheese. Groups were given the opportunity to select four other ingredients to either make their pizza unique or to taste better. Each team cleaned and decorated their area while the pizzas were cooking. The winners and their creations are shown below! There were 24 in attendance.



## 2018 - 2019 ADULT / REFERENCE / YA GOALS AND OBJECTIVES

### GOALS AND OBJECTIVES

1. Explore new ways of engaging adults with reading and programs with the summer reading program theme, *Reading Takes You Everywhere*.
2. Develop new teen programming featuring author talks, book talks, and other creative programming to promote reading and technology with teens.
3. Promote professional growth as a team through the sharing of staff development training information at monthly Reference staff meetings.

### PROGRESS

**In progress.** Senior Librarian Cindy Costales utilized a travel theme for teaching internet searching skills and Microsoft Word with adult students in the Wednesday morning computer classes in July. The travel theme was presented in conjunction with the summer library program, *Reading Takes You Everywhere*. Adults in the class were introduced to the summer library program and those that signed up received a reading bag.

**Ongoing.** Teen Librarian Darren Braden assisted with a Robotics program introducing teens to technology through a grant from Southern California Edison's Building 21st Century Robotics Skills for Tweens and Teens.

**Ongoing.** Senior Librarian Cindy Costales began preparing staff development information for monthly Reference staff meetings.

## TECHNICAL SERVICES / AUTOMATION

**Acquisitions:** Staff created 122 order records in July and updated 1,845 records.

**ILL (Inter Library Loans):** In July the Library lent three books to other libraries and did not borrow any books. Staff cleaned 2 DVD/CD.

**Mending and processing:** 245 items were in repair status. In July staff cleaned three CD/DVDs.

**Overdrive:** There were 246 overall circulations including 165 eBook circulations and 81 audiobooks circulations.

**Weeding:** 314 items were weeded from the collection.

### **Southern California Edison *Building 21<sup>st</sup> Century Skills for Tweens and Teens* grant:**

On July 13, Evena Shu, Technical Services Senior Librarian, worked with Christi Chavez, LAMP Library Clerk, to plan the last program in the Lego Robotics series. The library held a Robotics competition including two robots, two rovers and two EV3 Lego Mindstorm robots. Participants coded the robots and built the course for competition. Robots performed the challenges and tricks. There were 28 who attended the competition.

In July, a total of 154 youth attended the five Arduino Coding classes in the Computer Lab. These were part of a series of seven coding class for the Teen Summer Reading Program. The class was taught by the Mark Keppel High School Zero Robotics Club. Volunteers included Raymond Tran, Mohamad Elmoussawai, Tussanee Ashley Limthaveemongkol and Anna Yang.



**Computers:**

Technical Services staff have replaced four staff computers for Reference Desk and Children's Desk. They also replaced six staff computers for Circulation. Seven of these computers were repurposed for the library catalog computers.

**Technical Services Staffing**

**Part-time Circulation Library Page Emily Thammavongsa** continued to work six hours per week in Technical Services to help fill in for the currently vacant Library Page position.

## 2018 – 2019 TECHNICAL SERVICES GOALS AND OBJECTIVES

GOALS AND OBJECTIVES	PROGRESS
1. Add 20 laptops to provide mobile and versatile alternatives to support the increased computer usage in the library.	<b>Completed.</b> The library purchased 20 Dell laptops. Staff have configured the laptops and installed Microsoft Office 2013. The laptops were used for the Arduino classes for the Teen Summer Reading Program.
2. Implement wireless printing to meet the increasing demand of the public for wireless printing and maximize the use the high speed internet.	<b>In progress.</b> Staff have ordered the wireless printing software.
3. Plan and support robotics coding program to build 21 <sup>st</sup> Century skills for tweens and teens and report the outcome for the grant.	<b>In progress.</b> Technical Services Senior Librarian Evena Shu implemented three robotics series in June and July for the Teen Summer Reading program.



## CIRCULATION SERVICES

The library was closed for the Independence Day holiday, July 4. The following day, Thursday, it was a quiet day.



The City provided all staff with an ice cream social on July 24. With this very hot weather, it was a welcome respite and nice gesture.

Library staff have been preparing for the changing schedule and fees beginning in August. Signs were placed alerting patrons to both changes. Staff had to begin working their new schedule prior to the first Friday closure on August 3 due to the pay period beginning on July 28.

## 2018 – 2019 CIRCULATION GOALS AND OBJECTIVES

### GOALS AND OBJECTIVES

1. Monitor and allocate as necessary Circulation library pages to ensure shelving of returned materials is accomplished expeditiously.
2. Continue to promote usage of the library's self-checkout technology to facilitate efficient customer service.

### PROGRESS

**Ongoing.** With the reduction in Library Page part-time hours, it will become necessary to monitor the quantity of returned materials to re-shelve and evaluate the allocation of staff to necessary tasks to maintain efficient shelving.

**Ongoing.** Using the new self-checkout technology of a mobile app in addition to the self-checkout machine, a reduction in wait time in line for checkout or renewal can be achieved by patrons with staff encouragement and support.

## LAMP LITERACY / CITIZENSHIP

Despite ESL classes being closed for summer break, there was a lot of activity in the month of July in the Literacy office. Staff gathered all the data from the classes that ended in June and prepare the End-of-Year report for the California Department of Education that was due July 15. LAMP staff worked hard to post-test as many students as possible and then meticulously prepare Update and Test Records to scan into our database. This will ensure that the library continues to receive WIOA Title II funding for our program.

### Citizenship Classes

July also marks the beginning of the new school year for Citizenship classes which only had a one-week summer break. Students who completed the one-year term for citizenship were congratulated and encouraged to continue in the process of becoming naturalized citizens. This also helped make room for more students who have been waiting to join the class, some of whom have been waiting for over a year.



### Reading Rockets

The summer session of Reading Rockets ran through the entire month of July and concluded on August 2. The library had a total of 5 tutors and 15 students in the program. They were divided into two groups, a Monday and Wednesday group and a Tuesday and Thursday group. The students enjoyed the activities provided by the tutors and it helped them stay sharp for the upcoming school year. On the last day of class, the students enjoyed a movie and light refreshments.



### Passports

This month the LAMP office began using online appointment software for passports called Acuity. LAMP staff added a link to the passport website that takes the patron directly to the appointment page where he or she can answer a few questions and select the appropriate service. The software allows patrons to schedule their own appointments in 15 minute increments during passport operating hours. Patrons receive an email

confirmation when the appointment has been scheduled and also receive a reminder email the day before. In the first month that this service has been available, 25 people used it to schedule an appointment.



### New Citizens: July

Shuxia Gao  
Nhi Kiet Ly  
Maria Elena Serrano

### LAMP Statistics for July 2018

Programs	77	
Program Attendance	375	
Students Served this month	121	
Student hours	588	
Total Students	YTD 137	Projected 1,000
Total Hours	YTD 588	Projected 25,000
Items Circulated	35	
Passports	118	YTD 118
Passport Revenue	\$4,895	YTD \$4,895

### ESL and Citizenship Preparation Classes

Citizenship Preparation	Mondays	6:00 – 8:00 p.m.	Lilian Kawaratani
Citizenship Preparation	Wednesdays	10:00 a.m. – 12:00 p.m.	Anabelle Chu
Citizenship Preparation	Sundays	1:00 – 3:00 p.m.	Lee Zambrana
Citizenship Support	Wednesdays	12:00 – 1:00 p.m.	Betty Li
ESL Beginning Literacy	Thursdays	10:00 a.m. – 12:00 p.m.	Christiana Chavez
ESL Beginning Low	Mondays	6:00 – 7:30 p.m.	Sam Fechenbach
ESL Beginning High	Mon/Wed	12:00- 2:00 p.m.	Sam Fechenbach
ESL Intermediate Low	Tue/Wed/Thurs	1:00-3:00 p.m.	Nancy Gilmore
ESL Intermediate High	Mon/Tue/Wed	3:00 – 5:00 p.m.	Richard Hollingsworth
ESL Advanced	Tuesdays	7:00 – 8:30 p.m.	Sam Fechenbach
ESL Conversation	Sundays	1:00 – 3:00 p.m.	Daisy Liu

### LAMP Staffing

**Jose Garcia, Acting Literacy Administrator**, completed and submitted the End-of-Year report to the California Department of Education. This involved creating an update record for all students who have been in the program this year and determining those who had left the program prematurely.

Jose also customized the online appointment program to be used for passport appointments. This included creating questionnaires for the various types of applicant types: Adults, Minors, or 16/17 year olds as each group has different requirements when applying for a passport. The answers to the questionnaire help patrons determine which documents will need to be presented at the time of appointment so that they come better prepared.

**Christiana Chavez, Full Time Library Clerk**, has been out on FMLA leave since July 12.

**Angelica Marquez, Part Time Library Clerk**, assisted in preparing student Update Records and checked all of the Test Records to make sure they were appropriately filled out. She also reminded tutors to update their Roles & Goals forms for the end of the year. Lastly, she assisted Jose in setting up the online passport appointment software so that it contained all the necessary information but yet was intuitive enough for patrons to schedule the appointment themselves.

**Hannah Chin, Part Time Library Clerk**, called all of the students who did not attend class when the test was administered to ask them to come in on their own time for the post-test. This helps us gather as many post-tests as possible to maximize our Payment Points for the year. She also continues to assist in executing passport applications on Monday evenings.

**Jay Delgado, Part Time Library Clerk**, handled the majority of passport applications this month. When there were not very many appointments, Jay kept the bookshelves nice and tidy by placing all returned items back on the shelf in a timely manner.

**Gloria Nguyen, Part Time Library Clerk**, assisted three students in becoming U.S. Citizens this month. She proctored the Citizenship Interview test to those students with an upcoming interview and coordinated coaching sessions with a group of five Claremont College students who assisted Citizenship students on Monday nights.

**Kieu Truong, Part Time Library Page**, continued to help in the office with translations and making appointments for passports when necessary. She helped prepare the test materials for the classes and proctored some of the tests as well.

## 2018 – 2019 LAMP GOALS AND OBJECTIVES

GOALS/OBJECTIVES	PROGRESS
1. Enhance Library ESL and Citizenship webpage to include online resources and databases for students and tutors.	<b>In progress.</b> Acting Literacy Administrator Jose Garcia and part-time Library Clerk Gloria Nguyen have begun researching content to add to the website.
2. Expand professional development opportunities for volunteer ESL instructors and tutors to increase effectiveness of teaching methods and lesson planning.	<b>In progress.</b> Acting Literacy Administrator Jose Garcia is researching online training tools to share with ESL instructors and tutors.

## CHILDREN'S SERVICES

Children's staff presented **29 in-library programs and storytimes** to **2,897 parents and children** during the month of July.

Staff also hosted **10 field trips** to the library which served a total of **184 teachers, parents and children**, bringing **total programming attendance to 3,081** for the month. Staff answered **470 reference questions** in person and over the phone.

Type	QTY	QTY		% Change vs.	
Month	July 2018	June 2018	July 2017	June 2018	July 2017
Program Attendance	2897	2814	2648	+3%	+9%
Outreach Attendance	184	450	287	-59%	-36
Reference Questions	470	511	644	-8%	-27%

### Programming



#### Summer Reading Program

Children's Services held its annual end-of-summer Pool Party for Summer Reading Program participants on July 30. With a high of 92 degrees, it was perfect day to cool off at the pool and over 180 children and caregivers attended. City Recreation Coordinator Orlando Muro and Barnes Pool staff graciously hosted the event where families swam, played lawn games and relaxed together.

As of the end of July, 977 children are participating in SRP and have read 10,180 hours, or the equivalent of 14 months!









The Summer Reading Program performances sponsored by the Friends of the Library in July included a Wolves and Coyotes wildlife lecture on July 5 by Skie Bender of Wolfhaven Sanctuary and a magic show by Justin Rivera on July 12.





## Community Partnerships

Multilingual representatives from the local WIC office visited the library following Baby and Toddler storytime on July 19 to give information to caregivers about available nutritional assistance for families. Families were very interested, and most were not previously aware of the WIC program. The WIC representatives will make an additional visit in September.

On Tuesday, Wednesday and Thursday during the week of July 23, staff from Garvey Unified School District's Headstart visited the library following storytime and shared information about enrolling children in the preschool program.

On July 31 teachers and parents from the dual immersion Mandarin program at Los Angeles Unified School District's City Terrace Elementary visited storytimes to share information about their program with parents.



## Class Visits, Outreach and Field Trips

In July Children's staff hosted field trips to the library by SPARK, My Learning Academy and Smith Family Daycare, serving a total of **184 children, teachers and caregivers** during **10 field trips** to the library.

## 1,000 Books Before Kindergarten

Children read 5,900 books in the *1,000 Books Before Kindergarten* program, which encourages early literacy and learning in the home for children birth through preschool. Thirty new children signed up for the program this month and 54 children read at least 100 books. Four children completed the 1,000 book milestone for the program and received their certificates of completion.

In all, families have read 132,900 books since the inception of the program in 2014.

## Literacy Extension Corner

In keeping with the SRP theme, *Reading Takes You Everywhere!*, July's activity invited children and adults to vote weekly for the storybook places such as Narnia, Oz, Wonderland and the Hundred Acre Wood they would most like to visit. **348 patrons participated in the Literacy Extension during the month of June.**

## Circulation Statistics

In July **85.4%** of the library's total circulated items were Children's materials. A total of 14,591 children's items were checked out during this month.

CHILDREN'S CIRCULATION STATISTICS		
	July 18	
LOCATION	% of TOTAL CIRC	QTY
Children's Board	7.3%	1240
Children's Books on CD	0.0%	4
Children's CD	0.3%	57
CDVD	1.2%	205
CDVDF	0.3%	52
Children's Easy Fiction	9.1%	1541
Children's Easy Non-Fiction	4.1%	696
Children's Fiction	27.4%	4657
Children's Graphic Novels	5.7%	972
Children's International	4.3%	724
Children's Non-Fiction	5.0%	855
Children's Paperbacks	10.6%	1804
Children's Periodical	9.5%	1621

Children's Recordings	0.1%	11
Children's Audio Books	0.4%	75
Chinese Learning Collection	0.1%	24
Children's Starlings	0.0%	7
Tumblebooks		46
Total	85.4%	14,591

### Children's Staffing

At the monthly Children's Services meeting on July 23, staff discussed current and upcoming programming. Katie MacDonald, Child Development professor with East Los Angeles College (ELAC) and parenting instructor with Montebello Adult Schools, was also invited to speak at the meeting. She delivered a training session on child development and parenting styles and shared information with staff about her parenting classes. The library has had a partnership with Katie MacDonald's Adult Education classroom for many years, and the library hosts monthly field trips and storytimes for parents and children during the academic year.

## 2018 - 2019 CHILDREN'S GOALS AND OBJECTIVES

GOALS/OBJECTIVES	PROGRESS
1. Add circulating Starling devices - a new consumer technology which helps caregivers track how much they communicate with their children - to encourage effective early literacy practices in Monterey Park.	<b>Completed.</b> Children's Staff, working together with Technical Services and Circulation, has added Starling devices to the collection. Staff members are currently promoting the devices, training parents on their use, and circulating the devices.
2. Provide library outreach to classrooms and host field trips to the library for schools and child care centers.	<b>Ongoing.</b> In July Children's staff hosted field trips to the library by SPARK, My Learning Center, and Smith Family Daycare; serving a total of 184 children, teachers and caregivers. Staff also began setting up outreach for the 2018-19 academic year.
3. Hold a preschool fair at for parents and caregivers to learn about the early education options available and to enroll their children.	<b>In progress.</b> Staff is currently reaching out to preschool administrators and staff to discuss the program and secure participation.

# Monterey Park Bruggemeyer Library Statistics Summary 2018-19

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# MONTEREY PARK BRUGGEMEYER MEMORIAL LIBRARY

## TECHNICAL SERVICES/AUTOMATION STATISTICAL REPORT

July 2018

Submitted by Evena Shu, Technical Services Senior Librarian

<b>July 1st, 2018</b>	<b>Cumulated Total</b>	<b>Cumulated Deleted</b>	<b>Added July 2018</b>	<b>Deleted July 2018</b>	<b>Gain/Loss July 2018</b>	<b>Changes July 2018</b>
<b>Items records</b>	<b>149,264</b>	<b>245,714</b>	<b>535</b>	<b>314</b>	<b>221</b>	
<b>Bib records</b>	<b>131,989</b>	<b>189,372</b>	<b>522</b>	<b>208</b>	<b>314</b>	<b>1,845</b>
<b>Authority records</b>	<b>109,506</b>	<b>78,338</b>	<b>127</b>	<b>152</b>	<b>-25</b>	
<b>Order records</b>	<b>17,398</b>	<b>68,088</b>	<b>122</b>	<b>0</b>	<b>122</b>	
<b>June 1st, 2018</b>	<b>Cumulated Total</b>	<b>Cumulated Deleted</b>	<b>Added June 2018</b>	<b>Deleted June 2018</b>	<b>Gain/Loss June 2018</b>	<b>Changes June 2018</b>
<b>Item records</b>	<b>149,043</b>	<b>245,400</b>	<b>420</b>	<b>2,447</b>	<b>-2,027</b>	
<b>Bib records</b>	<b>131,675</b>	<b>189,164</b>	<b>359</b>	<b>1,232</b>	<b>-873</b>	<b>1,696</b>
<b>Authority records</b>	<b>109,531</b>	<b>78,186</b>	<b>541</b>	<b>729</b>	<b>-188</b>	
<b>Order records</b>	<b>17,276</b>	<b>68,088</b>	<b>13</b>	<b>0</b>	<b>13</b>	

<b>CIRCULATION STATISTICS</b>	<b>ITEMS</b>	<b>PERSONS</b>	<b>HOURS</b>
<b>ATTENDANCE</b>		27,251	
<b>HOURS OPEN</b>			190
<b>CHECK-OUT AND RENEWAL</b>	16,997		
<b>CHECK-IN</b>	15,543		
<b>PATRON REQUESTED HOLDS</b>	62		
<b>FILLED HOLDS</b>	49		
Monterey Park	32		
Alhambra	3		
Arcadia	2		
Cerritos	2		
Los Angeles County	6		
Rosemead     5			
Los Angeles (City)	2		
Pasadena	2		
<b>Total</b>	<b>49</b>		
<b>MEESCAN</b> Total number of sessions	10		
<b>USAGE</b> Items checked out	20		

#### **SELF-CHECKOUT MACHINE USAGE**

##### **Patrons by Day of the Week**

<u><b>DAY</b></u>	<u><b>OK</b></u>	<u><b>REFUSED</b></u>	
SUN	68	6	
MON	120	21	
TUE	88	13	
WED	32	4	
THU	63	7	
FRI	15	2	
SAT	27	8	
<b>TOTAL</b>	<b>413</b>	<b>61</b>	<b>474 Patrons</b>
June 2018 total	420	47	467

##### **Items By Day of the Week**

<u><b>DAY</b></u>	<u><b>REFUSED</b></u>	<u><b>ISSUED</b></u>	<u><b>RENEWED</b></u>	
SUN	4	220	6	
MON	5	468	4	
TUE	2	274	1	
WED	1	73	0	
THU	6	230	0	
FRI	2	66	0	
SAT	2	129	0	
<b>TOTAL</b>	<b>22</b>	<b>1,460</b>	<b>11</b>	<b>1,493 items</b>
June 2018 total	19	1,421	21	1,461



# LAMP MONTHLY STATISTICAL REPORT

July 2018

A. TUTORS	ACTIVE FROM LAST MONTH		NEW	DROPPED	ACTIVE AT END OF MONTH		TOTAL YTD*		PROJECTED TOTAL 2018 - 2019	
	#	HOURS			#	HOURS	#	HOURS	#	HOURS
ESL	4	26	0	0	4	0	4	0	10	1200
CITIZENSHIP	7	68	0	0	7	58	7	58	40	1000
BASIC	15	61	0	1	14	55	14	55	40	1200
FFL	0	0	0	0	0	0	0	0	0	0
ELLI	4	16	0	0	4	40	4	40	10	900
TOTAL	30	171	0	1	29	153	29	153	100	4300

B. LEARNERS	ACTIVE FROM LAST MONTH		NEW	DROPPED	ACTIVE AT END OF MONTH		TOTAL YTD*		PROJECTED TOTAL 2018 - 2019	
	# of students	# of hrs			# of active students	# of hrs	# of students	# of hrs	# of students	# of hrs
ESL	114	343	0	0	0	0	0	0	650	19000
CITIZENSHIP	78	313	28	16	90	383	106	383	500	7500
BASIC (1-to-1)	18	61	0	2	16	55	16	55	50	1000
DIST. LEARNING	0	0	0	0	0	0	0	0	120	
FFL - Adults	0	0	0	0	0	0	0	0	50	50
FFL - Children	0	0	0	0	0	0	0	0	50	50
ELLI	13	35	2	0	15	150	15	150	80	1400
TOTAL	223	752	30	18	121	588	137	588	1500	29000

\* Total from previous month + new tutor/students

C. TRAINING WORKSHOPS				
	Last Month	This Month	YTD	Projected 2018-2019
Workshops Held	1	0	0	10
# of Tutors Trained	4	0	0	75

D. STUDENTS WAITING	
ESL & citizenship classes	2
One-to-one	49
Referred to other institutions	2

E. OFFICE VOLUNTEERS	
# OF VOLUNTEERS	2
HOURS	11

US CITIZENS	New	YTD
Passed	3	3

Passports	New	YTD
Executed	118	118

Reference Qs	New	YTD
ESL	100	100
Citizenship	169	169
Passports	315	315



# Library Board of Trustees Staff Report

DATE: August 28, 2018

AGENDA ITEM NO: 6

TO: Library Board of Trustees  
FROM: Diana Garcia, Acting City Librarian  
SUBJECT: Hours of Operation Policy - Revised

## **RECOMMENDATION:**

It is recommended that the Library Board of Trustees consider:

1. Approving the revised library policy and;
2. Take such additional, related, action that may be desirable.

## **EXECUTIVE SUMMARY:**

The library is proposing revising the library's Hours of Operation policy to include the newly implemented closure on Fridays.


## **BACKGROUND:**

None


## **FISCAL IMPACT:**

None

Respectfully submitted by:

  
\_\_\_\_\_  
Diana Garcia  
Acting City Librarian

Prepared by:

  
\_\_\_\_\_  
Gwen Kishida  
Administrative Secretary

## **ATTACHMENTS:**

1. Hours of Operation Policy - Revised

**ATTACHMENT 1**  
**Hours of Operation Policy - Revised**

# Monterey Park Bruggemeyer Library Policy

Policy Number: 95-03

Issue Date: November 9, 1995

Revised Date: 4/21/98; 1/16/01;  
4/20/04; 9/7/04; 11/21/05; 9/21/10;  
3/19/13, 2/17/15

## Subject:

Hours of Opening

Library Board of Trustees' Approval

Page Number 1 of 1

## Purpose:

This policy sets the regular hours of opening to maximize access of the community to the Monterey Park Bruggemeyer Library.

## Provisions:

The hours of opening of the Monterey Park Bruggemeyer Library at 318 S. Ramona Avenue will be –

Monday	12:00 P.M.-9:00 P.M.
Tuesday	12:00 P.M.-9:00 P.M.
Wednesday	10:00 A.M.-6:00 P.M.
Thursday	10:00 A.M.-6:00 P.M.
Friday	<del>10:00 A.M.-1:00 P.M.</del> <b>CLOSED.</b>
Saturday	10:00 A.M.-1:00 P.M.
Sunday	1:00 P.M.-5:00 P.M.

The Monterey Park Bruggemeyer Library will be closed for holiday weekends - i.e. if Friday is a City holiday, the library will be closed the following Saturday and Sunday; if Monday is a City holiday, the library will be closed the preceding Saturday and Sunday. The library is also closed on Easter Sunday.